

FLORIDA COMMUNITY ASSOCIATION MANAGER PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	16

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. Who is guaranteed the right to vote at member meetings?**
 - A. Only board members
 - B. Each member at the time of purchase
 - C. Any resident within the community
 - D. Only owners of specific units
- 2. What is the primary use of funds within a community association?**
 - A. To create investment opportunities
 - B. To benefit members, not to create surplus
 - C. To develop new projects
 - D. To pay for external legal services
- 3. Who must sign the approved budget for a community association?**
 - A. The treasurer and the secretary
 - B. The president and one other officer
 - C. The treasurer and one other officer or president
 - D. All members of the board
- 4. How many members are on the Regulatory Council of Community Associations (RCCAM)?**
 - A. Five
 - B. Seven
 - C. Nine
 - D. Twelve
- 5. Which of the following best describes TVI?**
 - A. The total percentage of properties owned
 - B. The total voting interest in a community
 - C. The total number of members in good standing
 - D. The total number of properties within the association
- 6. What is the quorum requirement for a condo meeting?**
 - A. 30% TVI
 - B. 50% TVI
 - C. 50% + 1
 - D. 60% TVI

- 7. How many years does a developer have to add all phases to a condominium after the recording of the initial Declaration of Condominium?**
- A. 5 years
 - B. 7 years
 - C. 10 years
 - D. 12 years
- 8. What is the minimum advance written notice required for an annual meeting?**
- A. 7 days
 - B. 14 days
 - C. 21 days
 - D. 30 days
- 9. What is the quorum requirement for condo meetings?**
- A. 40% of TVI
 - B. 50% of TVI
 - C. 50%+1 TVI
 - D. 60% of TVI
- 10. Which of the following best describes the role of a community association manager?**
- A. To enforce bylaws strictly without flexibility
 - B. To oversee daily operations and ensure compliance
 - C. To act solely as a liaison between the board and residents
 - D. To manage financial investments only

Answers

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1. B
2. B
3. C
4. B
5. B
6. C
7. B
8. B
9. C
10. B

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Explanations

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1. Who is guaranteed the right to vote at member meetings?

- A. Only board members
- B. Each member at the time of purchase**
- C. Any resident within the community
- D. Only owners of specific units

The correct answer is that each member at the time of purchase is guaranteed the right to vote at member meetings. This reflects the fundamental principle of community associations, where ownership of a unit or property typically confers membership rights, including the right to participate in governance matters such as voting at meetings. When individuals purchase a property within a community association, they usually sign documents that outline their rights and responsibilities, including the right to vote on various issues affecting the community. This right is central to ensuring that all members have a say in the decision-making processes that govern their living environment. It fosters participation and engagement from homeowners, thereby reinforcing the democratic structure of the community association. The other responses are limited in scope. Board members, while they do have significant roles in the association, do not exclusively represent all voting rights, as every member has a stake in decisions. Similarly, residents who are not owners do not have a guaranteed right to vote since voting rights are typically tied to ownership. Finally, limiting voting rights to only owners of specific units disregards the equal rights of all members regardless of their specific unit ownership, as the principles governing community associations emphasize inclusivity and participation from all members.

2. What is the primary use of funds within a community association?

- A. To create investment opportunities
- B. To benefit members, not to create surplus**
- C. To develop new projects
- D. To pay for external legal services

The primary use of funds within a community association is to benefit members, rather than to create a surplus. Community associations are structured to serve the needs and interests of their residents, focusing on maintaining and enhancing the quality of life within the community. This includes funding for maintenance of common areas, amenities, and services that improve the overall living experience for residents. Funds are collected through assessments, and their main purpose is to ensure that the community remains well-maintained and that services are provided without incurring a profit. This approach fosters a sense of community and ensures that all members are receiving value for their contributions. While certain projects and expenses may require investment, the fundamental goal is to use the funds in a way that directly enhances the community for its members. In contrast, creating investment opportunities, developing new projects, or paying for external legal services may be necessary aspects of managing a community association, but they serve more as operational tasks rather than the primary goal of fund utilization, which remains focused on benefiting the community and its residents.

3. Who must sign the approved budget for a community association?

- A. The treasurer and the secretary
- B. The president and one other officer
- C. The treasurer and one other officer or president**
- D. All members of the board

The requirement for signing the approved budget for a community association is established to ensure proper oversight and accountability in the financial management of the association. The correct answer indicates that the treasurer, who is typically responsible for managing the association's finances, must sign the budget along with either another officer or the president. This practice reflects a system of checks and balances within the management structure of the community association. Having both the treasurer and another designated official, such as the president or another officer, sign the budget helps verify that there has been a collective agreement and approval of the financial plan by key members of the board. This measure aims to enhance the credibility of the budget and provide assurance to the community that the financial decisions have been made with the involvement of multiple leaders, rather than relying on a single individual's judgment. The other choices suggest different signing requirements that either omit the necessity of the treasurer or involve all board members, which is generally impractical and unnecessary for a budget approval process. The chosen answer is aligned with standard governance practices in community associations, ensuring both accountability and collaborative decision-making.

4. How many members are on the Regulatory Council of Community Associations (RCCAM)?

- A. Five
- B. Seven**
- C. Nine
- D. Twelve

The Regulatory Council of Community Associations (RCCAM) is composed of seven members. This structure is designed to provide a balanced representation of various interests and expertise relating to community association management in Florida. The seven-member council typically includes individuals who have experience in community associations, which helps ensure that a broad range of perspectives is considered in regulatory matters. Additionally, this composition supports effective governance and decision-making within the council, as it allows for a diverse set of opinions and expertise to address the challenges faced by community associations. Understanding the number of members on the RCCAM is crucial for community association managers as it directly relates to how the council operates and influences regulations that impact their profession.

5. Which of the following best describes TVI?

- A. The total percentage of properties owned
- B. The total voting interest in a community**
- C. The total number of members in good standing
- D. The total number of properties within the association

The total voting interest in a community accurately describes TVI, which stands for Total Voting Interest. This term is important in community association management as it reflects the collective power and influence of homeowners or members within an association. TVI is calculated based on the voting rights assigned to each unit or property and often pertains to decisions regarding governance, financial matters, and amendments to community rules. Understanding TVI is crucial for community association managers because it determines how many votes are required for various actions, such as electing board members or approving budgets. This concept emphasizes the democratic process within a community association, ensuring that all owners have a say proportional to their interest or stake. The other options focus on different aspects of community management but do not capture the essence of TVI. For example, the total percentage of properties owned pertains to ownership metrics rather than voting rights, the total number of members in good standing relates to compliance and membership status, and the total number of properties simply refers to the physical assets within the association. These distinctions are important for understanding the broader governance framework within which community associations operate.

6. What is the quorum requirement for a condo meeting?

- A. 30% TVI
- B. 50% TVI
- C. 50% + 1**
- D. 60% TVI

The quorum requirement for a condominium meeting, typically defined by Florida Statutes, is that a majority of the total voting interests must be present to conduct business. The phrase "50% + 1" signifies that more than half of the voting interests must be represented at the meeting. For example, if a condominium has 100 total voting interests, at least 51 must be present to establish a quorum. This requirement is crucial as it ensures that a significant portion of the membership is involved in decision-making processes, promoting fairness and representativeness. If a meeting does not reach this quorum, any decisions made may be deemed invalid, as there isn't sufficient membership input to justify them. Other options may reflect different thresholds that could apply to other organizations or circumstances, but in the context of Florida condo meetings, the requirement is specifically based on the "50% + 1" guideline, emphasizing the necessity for a majority to participate in governance matters.

7. How many years does a developer have to add all phases to a condominium after the recording of the initial Declaration of Condominium?

- A. 5 years
- B. 7 years**
- C. 10 years
- D. 12 years

The correct timeframe for a developer to add all phases to a condominium after the recording of the initial Declaration of Condominium is seven years. This period is established under Florida law, specifically within the Florida Statutes that govern condominium developments. The provision ensures that developers have a reasonable amount of time to complete the phases as planned while also protecting the interests of future unit owners. This seven-year period allows developers adequate time for potential economic changes and development considerations, contributing to a more structured and predictable development timeline. It also helps in maintaining continuity within the condominium community and aids in the cohesive planning of the entire project. The other timeframes mentioned are not aligned with statutory requirements for condominium developments in Florida. Thus, it's crucial for community association managers to be aware of this seven-year limitation as it is a key factor in the management and oversight of condominium developments.

8. What is the minimum advance written notice required for an annual meeting?

- A. 7 days
- B. 14 days**
- C. 21 days
- D. 30 days

The minimum advance written notice required for an annual meeting in a community association is 14 days. This timeframe is established to ensure that all members have sufficient time to prepare for the meeting, review materials, and consider any issues that may be on the agenda. This advance notice requirement is crucial for promoting transparency and encouraging participation among community members, allowing them to voice their opinions and vote on important matters affecting the association. This 14-day notice period is typically outlined in state statutes or the governing documents of the community association. Adhering to this requirement not only helps maintain compliance with regulations but also supports the overall governance and democratic process within the community.

9. What is the quorum requirement for condo meetings?

- A. 40% of TVI
- B. 50% of TVI
- C. 50%+1 TVI**
- D. 60% of TVI

The quorum requirement for condominium association meetings is determined to ensure that enough members are present to make the decisions valid and representative of the community. In Florida, the requirement is typically set at a threshold of 50% plus one of the total voting interests (TVI). This means that for a meeting to be considered valid, more than half of the voting members must be present, which encourages broader participation and ensures that decisions reflect the community's wishes. Requiring 50% plus one of the TVI strikes a balance between being accessible for members while also ensuring that a significant portion of the community is represented in the decision-making process. This rule helps prevent situations where decisions could be made based on a very small number of participants, which could lead to decisions that don't adequately reflect the views and needs of the entire community. Understanding this quorum requirement is crucial for community association managers, as it affects how meetings are scheduled and operated.

10. Which of the following best describes the role of a community association manager?

- A. To enforce bylaws strictly without flexibility
- B. To oversee daily operations and ensure compliance**
- C. To act solely as a liaison between the board and residents
- D. To manage financial investments only

The role of a community association manager encompasses a wide range of responsibilities, primarily focused on overseeing daily operations and ensuring compliance with the community's governing documents, which include bylaws, declarations, and rules. This position involves managing various aspects of the community, such as coordinating maintenance, supervising staff, organizing meetings, and addressing resident concerns. In this capacity, the manager must ensure that all community activities comply with legal standards and the community's regulations. This role also requires balancing the needs and interests of residents with the directives of the board of directors, facilitating communication, and fostering a positive community environment. By overseeing daily operations and ensuring compliance, the community association manager plays a crucial part in effectively maintaining the community's quality of life and property values. Other choices focus on narrower functions that do not capture the full breadth of responsibilities held by a community association manager. For instance, strictly enforcing bylaws without flexibility would not only be impractical but could also alienate residents. Acting solely as a liaison between the board and residents limits the manager's role to communication without the necessary involvement in day-to-day operations or compliance issues. Focusing only on financial investments disregards the operational aspects and resident interactions that are also crucial to the role.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

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We wish you the very best on your exam journey. You've got this!

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